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Hardware You Need to Run TimeOut

Dear Cathleen,

I was pleased to read the positive comments about the TimeOut series of AppleWorks enhancements in the recent issues of the *AppleWorks Forum*. However, I was concerned by some statements in the April editorial that implied you need expanded memory or a hard disk to use the TimeOut programs. In fact, the TimeOut programs work on any Apple IIe, IIC, or IIGs with 128K or more of memory and a floppy disk drive. If you have a 3.5-inch drive, you can put all the modules on a single disk. If you have a memory expansion card, you can make the TimeOut programs "memory-based", automatically load all the programs onto that card, and still have sufficient room for an adequate AppleWorks desktop.

Randy Brandt
San Diego, California

[Ed: Mr. Brandt is correct: You can run TimeOut-enhanced AppleWorks on a basic Apple IIe, IIC, or IIGs. If you have a 3.5-inch disk drive, you can load the TimeOut modules on your AppleWorks program disk and run those programs without changing disks. AppleWorks users working with 5.25-inch disk drives will have to do some disk swapping when they use the QuickSpell spell checking program or the new TimeOut Thesaurus.]

Our April editorial was directed at the future of TimeOut. With the introduction of the new TimeOut Thesaurus, DeskTools II, and PowerPack, it is no longer possible to put all the TimeOut modules and associated dictionaries on a single 800K disk or a one-megabyte RAM card. In addition, any NAUG member who has tried the TimeOut modules running on a hard disk or an expanded

The **National AppleWorks Users Group (NAUG)** is an association that supports AppleWorks users. The group provides technical support and information about AppleWorks and enhancements to that program. Our primary means of communicating with members is through the monthly newsletter entitled the **AppleWorks Forum**.

memory card knows about the performance benefits available when you load the programs onto these systems.

It is true that TimeOut will run effectively on a 128K Apple, particularly one equipped with a 3.5-inch disk drive. AppleWorks users with at least one 800K disk drive will be impressed by the performance of the TimeOut modules on their system. However, additional memory and a hard disk make the enhancements easier to use, faster, and even more practical for AppleWorks users.]

Preserving the Format of Spreadsheet Cells

Dear Cathleen,

Every time I want to blank a cell in a spreadsheet with the Apple-B command, I lose the format specified for that cell. Is there any way to blank a value in a cell and retain the format?

Thomas Berent
Auburn, New York

[Ed: You lose the format of the current spreadsheet cell when you use the Apple-B command to blank a cell. Here are two work-arounds that preserve the format of a cell:]

1. Replace the value in a cell with a zero or with @NA. If you use @NA, all formulas containing references to that cell will also change to @NA instead of displaying an incorrect result.

If you are an advanced user and can patch AppleWorks, you can get a blank cell instead of

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@NA by following the suggestions in the article entitled "How to Get Blank Cells When the Value Is Zero" in the November 1987 issue of the *AppleWorks Forum*.

2. Create an empty but formatted cell somewhere in your worksheet. Instead of using the Apple-B command to blank a cell, use the Apple-C command and copy the empty formatted cell into the cell you want to blank.]

Autoboot Disks for TimeOut-Enhanced AppleWorks

Dear Cathleen,

I have an Apple IIGS with a one-megabyte GS-RAM card. I want to create an autoboot disk that automatically configures my GS-RAM as a RAM disk and then loads AppleWorks and all the TimeOut modules onto that "disk". I followed the directions in the article entitled "How to Use TimeOut with Expanded Memory Cards" in the March 1988 issue of the *AppleWorks Forum*, but I am still having a problem. When I start my autoboot disk, AppleWorks loads into memory and then gives me the following error message:

Getting errors trying to load
TimeOut applications at
"/RAM5/"

Where am I going wrong?

Marshall Simon
Fairfield, Connecticut

[Ed: If you are only using TimeOut-enhanced AppleWorks on your Apple IIGS, you do not have to bother with RAM disks and autoboot disks. AppleWorks and all the TimeOut modules can be configured to automatically load onto your GS-RAM card. Follow these steps:

1. If you have not done so, enhance your copy of AppleWorks with the AppleWorks 2 Expander program that came with your GS-RAM card.
2. Copy your TimeOut modules onto your 3.5-inch AppleWorks Program Disk. If you use

many TimeOut applications and cannot fit both the modules and associated dictionaries on the AppleWorks Program Disk, copy the dictionaries onto a separate 3.5-inch disk.

3. Run the TimeOut program and configure TimeOut so it expects to find all the modules on your AppleWorks disk.
4. Boot your computer with your TimeOut-enhanced AppleWorks disk. Let your system load all of AppleWorks into memory.
5. When in AppleWorks, invoke the TimeOut Utilities program and make all your modules "memory based". They will now load automatically into your RAM card. Also, use the Utilities to tell QuickSpell where it will find its dictionary. You do not have to load the dictionary onto your GS-RAM card.]

Apple IIc Hard Disk Drives

Dear Cathleen,

The April 1988 issue of the *AppleWorks Forum* suggests that there are no hard disk drives that work with my Apple IIc. Please don't tell that to my computer. I've been running the WESTEX II BBS (806-796-1238) on my IIc with a ProAPP 20-megabyte hard disk drive for nearly two years. The November 1987 issue of A+ magazine reviews different hard disks that work with the Apple IIc.

Joseph Kline
Lubbock, Texas

[Ed: NAUG members certainly speak their minds! This is one of many letters we received from IIc owners who use hard disk drives.

Mr. Kline's ProAPP hard disk drive is no longer manufactured. However, there is at least one hard disk drive available that works with the IIc; the 20-megabyte Quark QC-20 built around a Miniscribe 8425 or Seagate ST-225 hard disk. The QC-20 claims an average seek time of 68ms., a data transfer rate of 5-megabits per second, and a mean time between failure of 20,000 hours. At \$895, the QC-20 is relatively expensive compared

to hard disk systems for the IIe and IIGs. The drive is available only from Sun Remarketing (800-821-3221).]

Avoiding Blank Labels

Dear Cathleen,

I am having a problem printing labels. When I print on my Qume letter quality printer, the labels print correctly. However, when I print the same labels on an ImageWriter II or Epson RX80, the printer produces one label then ejects a whole series of blank labels. It prints another label and then ejects ten more. The process continues until I turn off the printer.

What's the problem?

Larry Sperling
Southampton, Pennsylvania

[Ed: Blank labels are one of a number of problems that can occur when you leave the AppleWorks "Accepts Top of Page Command" on the Change A Printer Menu set to "Yes". A suggestion to all AppleWorks users: Change the "Accepts Top of Page Command" to "No" for all your printers!]

Subdirectories on 3.5-inch Disks

Dear Cathleen,

I am having a problem using the full 800K available on my 3.5-inch disks. After I use about 400K of space on the disk, I get the message "Can't write on disk at Disk 1 (Slot 5)". If I remove some small files, I can save the new file. How can I use the complete 800K available on the disk?

Camillo Steiner
Recife, Pernambuco, Brazil

[Ed: There are limitations on the number of files you can store in a ProDOS directory. For example, the main directory (called the Root Directory) has a limit of 51 files. If each of the files is only 1K, you will be able to use only 51K on that disk.

You have to set up subdirectories if you want to

use the full 800K on your 3.5-inch disk. A subdirectory represents a single entry in the Root Directory and uses only one of the 51 entries allowed in that directory.

You establish subdirectories from the Other Activities Menu in AppleWorks. Consider setting up three subdirectories called /WP/, /DB/, and /SS/. Store all your word processor files in /WP/, your data base files in /DB/, and your spreadsheet files in /SS/. If you have many word processor files, you can set up different subdirectories for business correspondence, publications, and personal mail.

Subdirectory names must meet the same parameters as disk names. That is, they can be up to 15 characters long, must start with a letter, and can contain no spaces or punctuation other than a period.

You can switch between subdirectories by selecting "ProDOS Directory" on the AppleWorks Add Files Menu. Then enter a slash, the name of the data disk, another slash, and the name of the subdirectory containing the files you want to access. The syntax looks like this:

/diskname/subdirect.name

Zip Chip Update

Zip Technology is shipping its Apple II+/IIe/IIc accelerator product, the Zip Chip. NAUG received its Zip Chip on April 29. A review of the product will be published in the July issue of the *AppleWorks Forum*.

Zip Technology officials state that the company is filling its large backlog of orders, and will deliver new orders in four to six weeks.

The Zip Chip currently costs \$129. For more information, contact Zip Technology, 11340 West Olympic Blvd., Los Angeles, California 90064. (213) 473-7662.

New! EasyDrive & RAMUP 4.0

The Storage Management Team

*If only I had storage management software that could give me complete control of my hard-disk by installing itself onto my hard-disk and then installing my programs automatically . . .
 . . . it could have a menu where I could choose the applications I want by just touching a key . . .
 . . . it could run programs, remove programs, back up, restore, index, copy, and other stuff, too, automatically. And it could be incredibly fast and easy to use.*

And there could be another program just like it, for my RamCard. It could load my programs onto my RamCard and present them to me on a menu . . . and I could flip from program to program like turning a page . . . and would have great features like autoloading, back up, restore and statistical displays. And it could be incredibly fast and easy to use.

*And they could work together to give me the greatest storage management system ever . . .
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TimeOut QuickSpell: An Excellent Spelling Checker for AppleWorks

by Jacqueline Kampfert

TimeOut Quickspell is an excellent spell-checking program. QuickSpell works within AppleWorks, is easy and convenient to learn and use, is quick, and has a good spelling dictionary.

Functionality

QuickSpell is one of the TimeOut series of AppleWorks enhancements from Beagle Bros. The program uses the 80,000-word Random House Concise Dictionary to check any AppleWorks word processor document for spelling errors, typographical mistakes, and duplicate words. In addition, QuickSpell lets you develop a "custom dictionary" to store words that are unique to your own applications. The size of your custom dictionary is limited only by the disk space available on your system.

Like all the TimeOut enhancements, you use QuickSpell without leaving AppleWorks. To spell check a document, you load an AppleWorks word processor file onto your desktop and type an Apple-Escape to bring the TimeOut Menu onto your screen. You select QuickSpell from the TimeOut Menu and the program quickly checks your document and presents a list of all unknown words. *Figure 1* depicts the QuickSpell screen after the program identifies words that are not in its dictionaries.

The left side of the screen displays a menu of the options available to help you correct the words in your document. The right side of the screen displays an alphabetized list of the words QuickSpell does not recognize and any duplicate words ("the the") identified by the program. You can then

**Figure 1: QuickSpell Screen
after Checking a Document**

File: QUICKSPELL REVI		QUICKSPELL	Escape: Review/Add/Change
Select words to:		16 unknown / 3 double words	
1. Correct in context		ALGORITHM	
2. Replace		APPLEWORKS	
3. Add to custom dictionary		CMS	
4. Ignore		CONFIGURE	
Or:		CONFIGURED	
5. Remove double words		DESKTOP	
6. Correct ALL in context		FILOSOPHY	
		FUNCTIONALITY	
		ITE	
		KAMPFERT	
		NASION	
		QUICKSPELL	
		RAMWORKS	
		REFORMATS	
		STARTUP	
		SYCHOLOGY	
Type number, or use arrows, then press Return		67K Avail.	

examine the questionable and duplicate words in context and correct any errors.

Rather than forcing you to view all the questionable words, QuickSpell lets you choose the words you want to see. To invoke that option, select choice #1 on the menu ("Correct in context") and a highlight appears on the list of questionable words. You select words to examine by highlighting the word in question and pressing the Right Arrow Key. (This is the same procedure you use to select files from the AppleWorks Catalog Menu.) When you press the Return Key, QuickSpell displays your document with the first questionable word highlighted. You can then accept the current spelling, correct the spelling, or request suggested spellings for the word. If you select "Suggested Spelling", QuickSpell generates a list of correctly spelled

**Figure 2: Word Count Screen
after Checking a Document**

File: QUICKSPELL REVI	WORD COUNT	Escape: Review/Add/Change
TimeOut Word Count, Copyright 1987 by Alan Bird, Version 1.1		
Number of Words:	947	
Number of Characters:	4962	
Average Length:	5	
Current Line:	120	
Press Space Bar to continue		67K Avail.

words that are similar to the word in question. You can then replace the incorrectly spelled word in your AppleWorks word processor document. QuickSpell adjusts the replacement so its capitalization matches the original word. In addition, QuickSpell reformats your document if the replacement word is longer or shorter than the original.

QuickSpell uses a moderately powerful algorithm to help it locate suggested spellings for your questionable words. For example, the program suggested "nation" when I entered "nasion" but did not recognize "sychology" as "psychology" or "philosophy" when I typed "filosophy".

All QuickSpell operations are simple and straightforward; you will rarely need the excellent documentation that accompanies the program.

Speed and Convenience

As suggested by its name, QuickSpell is fast. It took the program less than one minute to check this article on an Apple IIe equipped with 5.25-inch floppy disk drives. QuickSpell performed even better when both the program and dictionaries were on a hard disk or loaded onto a RamWorks memory expansion card. For example, it took QuickSpell only 19 seconds to check this document when the program and dictionaries were memory resident on an Apple IIe equipped with an Applied Engineering RamWorks card. It took 31 seconds to check the document using a CMS 20-megabyte hard disk.

The only awkwardness I encountered was when I used QuickSpell on a 128K system with two 5.25-inch floppy disk drives. Under those conditions I had to change disks twice when using the program. You do not have to change disks if you have a 3.5-inch disk drive, a memory expansion card, or a hard disk.

Other Features

QuickSpell lets you establish and maintain a custom dictionary. You can use this dictionary to store technical terms, proper nouns, and other words that are not included in the program's two built-in dictionaries. QuickSpell uses this dictionary

when it checks future documents. However, the custom dictionary is not searched when the program lists suggested spellings for incorrectly spelled words.

The custom dictionary is an ASCII file that can be edited with AppleWorks. I found the ASCII format of this file to be convenient when I inadvertently directed QuickSpell to add a misspelled word to the custom dictionary; I was able to use AppleWorks to delete the word. There are no functions built into QuickSpell that let you view or edit the custom dictionary; you use the AppleWorks word processor or data base modules to edit that file.

The QuickSpell disk also includes Word Count, a separate but related TimeOut program that quickly checks the number of words, characters, and lines in a document. In addition, the program computes the length of the average word. Word Count is useful for writers who must meet editorial criteria in their work. *Figure 2* depicts the output when you run Word Count. It took Word Count less than five seconds to check this document.

Configuring QuickSpell

Step-by-step directions to help you install the TimeOut programs appeared in the April 1988 issue of the *AppleWorks Forum*. I found it easy to configure QuickSpell and get it running on my system. The process is menu-driven and easy to follow.

I made one change from the directions in the April article. Since QuickSpell is the only TimeOut application I own, I copied the programs TO.QUICKSPELL, TO.WORD.COUNT, and TO.UTILITIES onto my AppleWorks Startup Disk. Then I booted up AppleWorks, selected "Utilities" from the TimeOut Menu and configured QuickSpell for my system. If you expanded the memory in your Apple, you can use the Utilities to make QuickSpell memory-based and significantly speed up its operation. The process is easy and is well documented.

Comparison to Other Spelling Programs

QuickSpell is only one of many competing programs that check the spelling of AppleWorks documents. However, with only one exception, the other programs do not work within AppleWorks. They require you to leave AppleWorks, run the spelling program, and then return to AppleWorks to reformat and/or print the corrected document. Unless one's computer is configured with a hard disk or RAM disk, this is a time consuming operation that discourages one from checking short documents. QuickSpell's ability to check your spelling without forcing you to leave AppleWorks is a significant strength of the program.

The other program that checks your spelling within AppleWorks is the Spell Checker from Pinpoint Publishing. [Ed: See the December 1986 issue of the *AppleWorks Forum* for a review of Pinpoint's Spell Checker.]

Spell Checker offers only one feature not available in QuickSpell: Spell Checker will also check the spelling of words in data base and spreadsheet files. By comparison, to spell check data base and spreadsheet files with QuickSpell, you must use the AppleWorks clipboard to transfer those files into the AppleWorks word processor module. Then you must run the spelling check, note the errors, and manually make the changes in your data base or spreadsheet files.

Unfortunately, Pinpoint's Spell Checker has some serious limitations not shared by QuickSpell. First,

Spell Checker is so slow when operating on a standard Apple IIe or IIC, that many typists lose characters as they type. This makes the program unacceptable for owners of all except Apple IIGs and accelerator card equipped Apple IIe's.

Spell Checker is torturously slow when you check a complete document. It goes through your file one word at a time. Working on an Apple IIC with the program and spelling dictionary loaded onto an

expanded memory card configured as a RAM disk, it took Spell Checker almost a minute to check a single 100-word paragraph in this document. By comparison, QuickSpell checked this complete document in 19 seconds on the same computer.

Pinpoint's Spell Checker is also more difficult to configure and install on an AppleWorks disk. You must first enhance the Pinpoint Desk Accessories with Spell Checker and then install those accessories on your copy of AppleWorks. By contrast, once you

install the TimeOut program on your copy of AppleWorks, you can add TimeOut modules without additional installation procedures.

If you have an Apple IIGs or an accelerator card in your Apple IIe and want to check the spelling of words in data base or spreadsheet files, consider the Pinpoint Spell Checker. However, QuickSpell does a better job for every other spell checking application.

Summary

In summary, QuickSpell is an effective spelling checker that is powerful, fast, and easy to use. It is a valuable addition to the AppleWorks environment.

[QuickSpell costs \$69.95 from Beagle Bros, 6215 Ferris Square, Suite 100, San Diego, California 92121.]

[Jacqueline Kampfert teaches English and Journalism in the Taylor (MI) Public Schools. She is a certified sailing instructor and uses AppleWorks to help manage her boat sales and service business.]

**QuickSpell
is a valuable
addition to
the
AppleWorks
environment.**

A Word From The Wise.

"Beagle Bros' TimeOut series puts every enhancement you could dream of right inside AppleWorks."

Paul Statt, inCider

"TimeOut Graph works seamlessly; if you didn't know better, you'd swear it was part of AppleWorks. I'm very impressed with TimeOut."

Owen Linzmayer, Nibble

"I personally find this series very exciting. The entire series of programs belongs inside of every serious AppleWorks user's repertoire!"

Marc Apfelstadt, Call-APPLE

"Beagle Bros' foray into the applications arena is impressive. The TimeOut series add-ons are easy to use and they interact with AppleWorks perfectly."

TimeOut SuperFonts print quality is excellent, and makes you think you have a Macintosh hidden inside your Apple II. The TimeOut series is a major breakthrough for AppleWorks owners."

Gregg Keizer, Compute!'s Apple

"The TimeOut series is the best thing to come along for AppleWorks users."

Lee Hayward, TAWUG

"TimeOut UltraMacros is incredible. TimeOut QuickSpell is a work of true genius. I love this program."

Tom Weishaar, Open-Apple

"TimeOut DeskTools does its work at blinding speed. Beagle Bros has done its homework. The breadth and quality of this opening salvo in the AppleWorks enhancement wars bodes well."

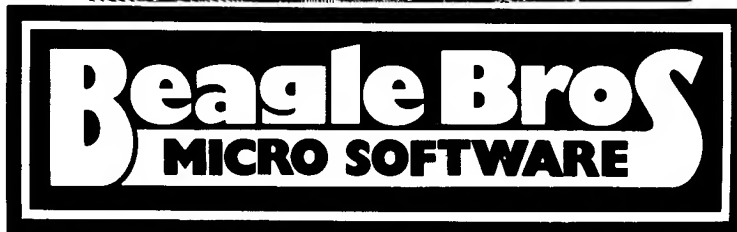
Charles Rubin, A+

"It is rare a program impresses me as much as the TimeOut series did. After installing the programs and seeing the speed, all I could say was WOW. As far as I am concerned, if you use AppleWorks you need TimeOut. Period!"

Jay Wilbur, Uptime

"TimeOut 'fits' AppleWorks like a glove and in no time you get the feeling that it 'belongs' with AppleWorks. TimeOut SideSpread is terrific. TimeOut FileMaster is indispensable."

Ib Thorsteinsson, Robert Grist, Lorne Walton, Apples B.C. News



"The TimeOut series programs are excellent AppleWorks enhancements."

Warren Williams, NAUG AW Forum

How to Get Started with NAUG's Bulletin Board

by William Marriott

The nation's largest community of AppleWorks users meets on NAUG's Electronic Forum bulletin board system (BBS). NAUG members use the Electronic Forum to share ideas about AppleWorks, ask for help with computer problems, and exchange information about new software and hardware products. Access to the Electronic Forum is included in your NAUG membership.

The Electronic Forum was recently upgraded and reorganized to accommodate the growing number of members who use the system. If you have not yet visited the Electronic Forum, or if it has been awhile since your last visit, here is the information you need to get started.

Logon Procedure

You can use any communications program and modem to access the Electronic Forum. I will assume that you know how to set up your communication software and use your modem to dial the Electronic Forum; setting up your system is beyond the scope of this article. Your software should be set at eight data bits, no parity, and one stop bit; the speed can be set to 300 or 1200 baud. The bulletin board's telephone number is (313) 482-8090.

How to Establish Your Account

Figure 1 depicts a sample session on the NAUG BBS. The numbers on the left in *Figure 1* correspond to the directions described below. Review the directions and then call the Electronic Forum to establish your account.

***NAUG's
Electronic
Forum is a
useful resource
to help you get
answers to
AppleWorks
questions.***

1. When your modem connects to the Electronic Forum, your screen clears, you are welcomed to the board and then asked to type your account number. If this is your first call to the system, type "NEW" and press the Return Key. Do not enter your NAUG membership ID number here;

your BBS account number and your NAUG membership number are different. (If you have not called the board for several weeks, your account may be deleted and you will get an "incorrect password" message during the logon sequence. We delete accounts that are inactive for 30 days or more. If your account is no longer valid, enter "NEW" to establish a new account.)

2. You are then asked to supply some demographic data about yourself. Telephone numbers are not shared with other members unless you

authorize NAUG to do so. While it is customary for participants on other bulletin boards to use a "handle" or "nickname" for online communications, members of the Electronic Forum use their real name.

3. Next, you are asked if you want to just browse the bulletin board, or establish an account. Type "P" and press the Return Key to start the registration process.

You can also choose "G", for "Guest" access, but bulletin board guests have few privileges.

Aside from possible long distance telephone charges, there is no cost or obligation associated with this system.

4. The next part of the registration process is to complete a short survey that asks you to describe your equipment and to tell us how you learned about the Electronic Forum. Certain parts of the Electronic Forum are reserved for NAUG members, and it is here that you will be asked for your NAUG membership number so you can have full access to the system.
5. Now you have an opportunity to send an electronic letter to the bulletin board "Sysop" (Systems Operator) Richard Lewandowski. You may want to mention any interests you have, relate any experience you have with AppleWorks and computers, correct anything that you may have mistyped in the registration process, or just greet the operator of the board. Do not press the Return Key until the end of your message; the BBS automatically enters a Return at the end of every line. When you are done typing, press the Return Key then type the word "Done" and again press the Return Key.

Respond to the "Editing (?=Help):" prompt by typing "O" (for O.K.).

6. The system now asks you to enter your preferred password. Type a word that is between four and eight characters long and press the Return Key. The BBS will assign you an account number and will confirm your password. *Write them down.*
7. After you complete the registration process, the system displays a cryptic prompt similar to:

[19][Main Level] Option (?=Help):

The [19] indicates you have 19 minutes left in your session. When that number gets to zero, you are logged off and asked to visit another day. (You can call back immediately, but that's not considered polite; someone else might be waiting to

Figure 1: New User Logon Session

```

1 Connect at [1200] baud!
  (*> Welcome to The Electronic Forum and NAUG <*)
  New users type "NEW"
  Account Number
  -->NEW

2 Enter your real full name [20 chars max]
  :Sam Connect
  City [16 chars max]
  :CANTON
  State [Form: XX]
  :MI
  Phone number [Form: ###-###-####]
  :313-397-1594

  We have the following.
  Sam Connect
  CANTON, MI
  313-397-1594
  Is this correct (Y/[N]) ? Y
  Type "P" for a password or "G" for
  guest access.
  -->P
  Finding your account.
  Checking 513 user files...

3 The system operator likes to know about the people on this system.
  Please answer the following questions.
  [1] How long have you been telecommunicating?
  :OVER A YEAR

  [2] What kind of computer and modem do you use?
  :APPLE IIE W/ PRACTICAL PERIPH. PM2400SA

  [3] What are your special interests?
  :EDUCATION, LAW, JOURNALISM, COMPUTING

  [4] If you are a NAUG member, give your membership number.
  (Number is located on the back of the newsletter)
  :000-000-00

  [5] Where did you hear about this board?
  :THE APPLEWORKS FORUM

  If you do not successfully register and obtain a password, you cannot
  pickup any responses to mail. Passwords are issued online at the end
  of the registration process.

4 Electronic mail will remain on line 1 month minimum. Accounts unused
  for more than thirty days are removed from the system. If you are
  using AE's DataLink, you must rewrite your logon macro to match your
  account information here or you will continue to logon as a new user.

  Would you like to leave the Sysop
  a Message (Y/[N]) ?
  Y

  Enter message now, 40 columns, 4k max
  ".h" for help, "DONE" when finished

  I'm interested in learning about the new TimeOut modules, and how other members
  use AppleWorks to publish newsletters.
  DONE
  Editing (?=Help):O

5 Please enter a password [4-8 Characters]
  :SAMPLE
  You will be user #342
  Password will be :SAMPLE
  Please write them down as you
  will need them next time you call.
  Press <CR> to enter The Electronic Forum and NAUG (CR)
  Good afternoon Sam Connect,
  It's 15:21:26 on 04/26/88
  You were last on 04/26/88
  Time left today: 20 mins.

  Welcome to the board
  Sysop ->Richard Lewandowski
  Main Bulletins from 1 to 24
  There are 549 new bulletins

  [19][Main Level] Option (?=Help):?
  
```

get on the board. Wait an hour or so and try again if you like.)

The words [Main Level] indicate you are at the Main Level of the BBS.

Here, and almost everywhere else on the system, you can type a question mark to see a list of appropriate commands. Type a question mark and press the Return Key to see a menu of the commands you can enter. (*Figure 2* depicts the commands available at the Main Level.)

Figure 2: Main Level Command Table

```
.....
:                               List of Supported Commands                               :
:                               .....
:                               <(B)> Goto the Bulletin Boards                          :
:                               .....
: R -> Read mail sent to you           : E -> Examine your system status       :
: S -> Send mail to another user       : F -> Feedback to the Sysop         :
: G -> General files menu              : H -> See the detailed help file   :
: $ -> Read the latest System News     : O -> Other BBS numbers           :
: I -> Read System Information          : T -> Terminate connection (Logoff):
: C -> Chat With the Sysop             : U -> See list of users on system  :
:                               .....
: Q -> Quick scan of bulletin boards   : D -> Define system display parms :
: P -> Change / Update your password  : V -> Vote on your computer equipt:
: L -> Log of todays callers           : X -> Goto the file transfer area  :
:                               .....
[14] [Main Level] Option (?=Help):
```

Exploring the System

The BBS is divided into three basic areas: Bulletin Boards; General Files; and Transfer Files. Each of these areas is further subdivided into ten smaller, special-interest areas listed in *Figure 3*.

The Bulletin Boards contain messages posted by members, the System Operator (Sysop), and NAUG staff. You can read these messages, write replies if you wish, and post your own messages, including requests for help or comments about AppleWorks products. You gain access to the Bulletin Boards by typing the letter "B" followed by the number of the Board you want to visit.

The General Files area contains documents and files of general interest. They differ from Bulletin Board messages in that they tend to be longer, of a reference nature, or of narrow appeal. The General Files area includes reviews of AppleWorks add-ons, the latest version of NAUG's Electronic Index, articles about computers in education and business, and other useful information. You access the General Files area of interest to you by typing the letter "G" followed by a number.

The Transfer Files area contains programs and data files for AppleWorks users. These files include word processor, spreadsheet and data base templates for use with AppleWorks, public domain add-ons, and other programs and files you might find useful.

Since Transfer Files are generally programs, not text, they are in a special format. Additionally, the files have been "squeezed" with a compression program to shorten the time it takes to transfer the files via modem. Information to help you use these files is available online, but is beyond the scope of this article. You access the Transfer Files areas by typing the letter "X" followed by a number.

While NAUG's decision to maintain ten different Bulletin Boards, ten General Files sections, and ten Transfer Files areas makes the system more complex, these multiple areas let you focus on topics of particular interest to you. (Imagine what would happen if the dozens of users on the system each day had to share a single message area.)

The Electronic Mail System

In addition to the Bulletin Boards, General Files, and Transfer Files areas, the NAUG BBS has two electronic mail systems for private messages. The first is accessed by the Feedback Command (enter the letter "F" at the Main Level prompt). Feedback lets you send private mail directly to Richard Lewandowski, the Sysop. The second private mail system lets you send electronic messages to any other user of the Electronic Forum. You indicate you want to send a message by entering the letter "S" from the Main Level.

Figure 3: Organization of the Electronic Forum Message and File Areas

Bulletin Boards	General Files	Transfer Files
B1: Navigational Aids	G1: General Interest Articles	X1: General Files, including the Electronic Index
B2: General	G2: Computing Articles	X2: General Computing Utilities
B3: Telecommunicating Computers	G3: TV, Telephone, and Other Technology	X3: Telecommunication Utilities (required for other downloads)
B4: Science and Technology	G4: Math, Science, and Other Puzzles	X4: Science and Technology
B5: Classroom Computing	G5: Arts, Letters, and Leisure	X5: Arts, Letters, and Leisure
B6: Apple Computers	G6: AppleWorks General	X6: [Not Used]
B7: AppleWorks General	G7: AppleWorks Word Processing Files	X7: AppleWorks Word Processor Files
B8: AppleWorks Applications	G8: AppleWorks Data Base Files	X8: AppleWorks Data Base Templates
B9: AppleWorks Add-Ons	G9: AppleWorks Spreadsheet Files	X9: AppleWorks Spreadsheet Templates
B10: The Merit Network	G10: AppleWorks After-Market Add-Ons	X10: AppleWorks Add-Ons

Only questions about the NAUG BBS should be sent via Feedback to the Sysop. AppleWorks questions should be posted on the appropriate bulletin board; questions and comments about NAUG should be addressed to NAUG's Director Cathleen Merritt, user #16.

How to Read Bulletin Board Messages

To catch up with all the messages you have not yet read on the Bulletin Boards, type a "Q" at the Main Level to automatically page through the various bulletin boards and read the messages posted on each board. The "Q" command invokes a powerful feature of the board called "Quickscan", which displays all messages posted since your last call.

If you use Quickscan and end up viewing messages of marginal interest to you, press the Space Bar and you will skip the remaining messages in one area and jump to the next message area.

There are many other commands you can use on the Electronic Forum. NAUG will send you a BBS Command Summary. Mail your request for the command summary with a self-addressed,

stamped (25¢ postage), business size envelope to NAUG, Box 87453, Canton, Michigan 48187.

Enjoy exploring the system. Electronic communication is an excellent way to keep in touch with NAUG members and other AppleWorks users throughout the country.

NAUG Offers TimeOut Discounts

NAUG continues to offer discounts on TimeOut programs. Here are NAUG's special member prices:

Program	List	NAUG Member Price
QuickSpell	\$69.95	\$40.95
UltraMacros	59.95	36.95
FileMaster	49.95	30.95
Graph	89.95	50.95
SideSpread	49.95	30.95
DeskTools	49.95	30.95
SuperFonts	79.95	45.95

Shipping and handling: \$3 for the first program, \$2.00 for each additional program ordered at the same time. VISA/MasterCard accepted, but no telephone orders, please.

TimeOut Offer • National AppleWorks Users Group • Box 87453
Canton, Michigan 48187

How to Transfer AppleWorks Files into AppleWriter and FredWriter

by Cathleen Merritt

FredWriter is a public domain word processing program that emulates AppleWriter. This article describes how to transfer AppleWorks files into AppleWriter and FredWriter. You can obtain a copy of FredWriter from many schools, most local users groups or from the NAUG Public Domain Library .

AppleWriter is a powerful, popular, command-driven word processing program once marketed by Apple Computer (Apple recently stopped selling AppleWriter). While AppleWriter has some features not available in AppleWorks, AppleWorks' menu-driven structure is easier to learn than AppleWriter's commands. In addition, AppleWorks includes data base, spreadsheet, and mail merge modules that are not available in AppleWriter. AppleWorks is a better value for most users.

While many schools cannot afford multiple copies of either AppleWorks or AppleWriter, there is another alternative: FredWriter (for FRee EDucational WRITER). FredWriter is a word processing program that emulates AppleWriter. Because FredWriter is in the public domain, you can make multiple copies of the program to use at school and at home. As a result, FredWriter is popular in institutions with limited operating budgets.

What AppleWorks Users Should Know about FredWriter

The important thing for AppleWorks users to know about FredWriter is that FredWriter stores its data files on disk in the same format used by the ProDOS version of AppleWriter. In fact, FredWriter and ProDOS AppleWriter files are interchangeable; documents created with either word processor can be read and edited with the other program.

Since both AppleWriter and FredWriter store their files in ASCII format, you can transfer files between these programs and AppleWorks. The "Letters to NAUG" section of the January 1988 issue of the *AppleWorks Forum* describes how to transfer AppleWriter (and, therefore, FredWriter) files into AppleWorks. In this article I will describe how to transfer files the other way; from AppleWorks into FredWriter or AppleWriter.

(An early version of AppleWriter stored files on DOS 3.3 formatted disks. Unfortunately, AppleWorks cannot read or write DOS 3.3 format files. However, you can convert DOS 3.3 AppleWriter files into ProDOS with the File Copy function in Copy II+, with the Filer program on the ProDOS User's Disk, or with the utilities supplied with the Apple IIGs. Since FredWriter is only available in a ProDOS version, all FredWriter files can be transferred to and from AppleWorks.)

Transferring Files from AppleWorks to AppleWriter/FredWriter

To transfer AppleWorks files into AppleWriter or FredWriter, you must "print" the document onto your disk in ASCII format. AppleWriter and FredWriter can read these ASCII files.

Follow these steps:

1. Boot your Apple with version 1.1, 1.2, or 1.3 of

Word Processor Tip...

AppleWorks. (Version 2.0 of AppleWorks inserts a Return at the end of each line when you "print" an ASCII file onto your disk. If you use version 2.0, you will have to delete those Returns once your file is in AppleWriter/FredWriter. Since earlier versions of AppleWorks did not insert Returns, it is easier to use version 1.1, 1.2 or 1.3 of AppleWorks.)

2. Load your AppleWorks data file onto the desktop.
3. Issue an Apple-P command to indicate you want to "print" your document.
4. Select "To a text (ASCII) file on disk" from the Printer Menu.
5. AppleWorks asks for a ProDOS pathname. Enter the name of your data disk, followed by a slash, followed by the name you want to assign to this ASCII file. The file name can be up to 15 characters long, must start with a letter of the alphabet, and can contain no spaces or punctuation marks other than a period. If your data disk is called "DATA", you could enter the pathname "/DATA/LETTER.ASCII".
6. Quit AppleWorks and boot AppleWriter or FredWriter.
7. Indicate you want to load a file from disk onto the AppleWriter/FredWriter screen by issuing a Control-L command. Enter the name of the data disk, a slash, the name of the file and press the Return Key.

The AppleWorks file should now appear on your AppleWriter/FredWriter screen and may be edited as if the document were originally created with AppleWriter or FredWriter. Unfortunately, most of the formatting commands do not transfer from AppleWorks; you will have to re-enter the commands for centering, indented paragraphs, and underline printing. But that is much easier than re-typing the entire AppleWorks document. ■

[FredWriter is available from the NAUG Public Domain Library for \$4 plus \$2 per order for shipping and handling. Foreign postage is additional.]

Beagle Bros Update

Inexpensive TimeOut Updates

NAUG members who own any of the TimeOut AppleWorks enhancements can now get the latest version of the TimeOut programs from NAUG member Bruce Shanker. Bruce is NAUG's "Beagle Buddy". As a "Buddy", Bruce receives the latest version of each TimeOut module from Beagle Bros and distributes updates to members.

To update to the current version of any TimeOut program, send your *original* 5.25-inch or 3.5-inch TimeOut disk(s) to Bruce at the address indicated below. Enclose a check made payable to Bruce Shanker (not to NAUG). The amount due is \$2.50 for the first 5.25-inch disk and \$1.00 for each additional 5.25-inch disk, or \$3.00 for the first 3.5-inch disk and \$2.00 for each additional 3.5-inch disk. Also include your return address and NAUG membership number.

Bruce will return your original disk(s) and will send you one or more new disks with the latest version of the module(s). (You must send him the original to prove that you own the program.)

Send your disks and payment to:

Bruce Shanker
1279 Boyd Road
Warminster, PA 18974

Current Versions of TimeOut Programs:

TimeOut	1.2
DeskTools	1.3
FileMaster	1.2
Graph	1.2
QuickSpell	1.6
SideSpread	1.2
SuperFonts	1.2
UltraMacros	1.7

Are You an Intermediate Level User?

by Keith Bernhard

I have now attended four NAUG AppleWorks seminars. At the beginning of each meeting, the presenter asks, "How many of you classify yourselves as beginners with AppleWorks? As intermediate level users of AppleWorks? As advanced users?"

But what are the differences between different levels of AppleWorks users? How can you classify yourself into one of these three categories?

Defining the Beginning User

I suggest that a "beginning" AppleWorks user is anyone who is completing the tutorials or who has mastered the basic commands of a single AppleWorks application (usually the word processor). This is a workable definition because it implies a set of steps toward becoming an "intermediate user": To complete the tutorial and try all the AppleWorks modules.

What Defines an Advanced User?

"Advanced users" are at the other end of the spectrum. But "advanced", like "intermediate" and "beginner", is a relative term. To a beginner, everyone else seems to be an advanced user.

Advanced users can be characterized by their ability to integrate the three AppleWorks modules, their high-level use of those modules, their ability to solve problems experienced by others, and their ability to manipulate AppleWorks to overcome the program's limitations. Advanced users do not hesitate to move data between applications not "connected" by the AppleWorks clipboard (e.g., the data base and the spreadsheet modules), set up "mail merge" activities, and use macros to speed up and simplify repetitive procedures.

If you accept these standards for beginning and advanced AppleWorks users, it means few AppleWorks beginners are beginners very long, and that advanced users must be modest, lest friends pose problems they cannot solve. So most people who use AppleWorks define themselves as intermediate level users.

Defining the Intermediate User

However, the question remains — how do we identify a bona fide intermediate user?

Let's first agree that there is a range of intermediate users, from "beginning intermediate users" to "advanced intermediate users". What follows is a description of some of the important characteristics of intermediate users in general. The list is not exhaustive; the criteria represent key indicators of your level of use. Certain abilities, including a working knowledge of the three AppleWorks modules, are prerequisites to being considered an intermediate user.

I propose that you are an intermediate user if you:

- Load more than one file onto the desktop and use the Apple-Q command to move between files.
- Save files every 10 minutes or so or before making significant changes to a file.
- Use the Indent Command in the word processor.
- Are familiar with the concept of a "work-around" and look for work-arounds to overcome the limitations of AppleWorks.
- Use the Group Begin/Group End Commands in the word processor.
- Use Apple-K in the word processor to calculate page breaks.

General Interest...

- Arrange and re-arrange data in a spreadsheet without having to correct formulas.
- Use the spreadsheet module, not the word processor, to create tables.
- Use Apple-V in the spreadsheet.
- Use Apple-L in the data base to format both single and multiple record layouts.
- Use Apple-R in the data base.
- Use the Page Length Command when printing labels from the data base.
- Use the clipboard to copy/move data between files.
- Have recurring dreams about larger RAM cards and hard disk drives.
- Are a member of NAUG (of course!).

If you are not using these techniques, perhaps the real purpose of this article is to get you to try them.

[Dr. Keith Bernhard, a member of the NAUG Editorial Review Board, is on the faculty at Bowling Green (OH) State University. Dr. Bernhard developed the Instructional Computing program at the University of Toledo and was a founder of the Computer League for Users in Education.]

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
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New Disk: Data Base File Repair Kit

by Warren Williams

Many AppleWorks users are experiencing a problem retrieving large data base files stored on disk. The problem manifests itself when AppleWorks is suddenly unable to read a data base file that appears in the disk catalog.

To understand the problem, you must recognize that every data base file consists of two segments; a "header" that tells AppleWorks about the contents of the file, and a "data section" that contains the records. The most frequent cause of AppleWorks' inability to read a data base file is a flaw in the header portion of the data base. Once AppleWorks gets an incorrect file description in the header, it cannot find the data in your file.

How to Avoid Damaged Data Base Files

According to articles in Tom Weishaar's *Open-Apple* newsletter, the problem occurs when you try to store a large data base file on a disk that is almost full. If you saved an earlier version of your file on that disk, version 2.0 of AppleWorks displays the message "Insufficient room for your file on this disk. Is it OK to delete the old copy of this file?" You should ALWAYS answer this question by responding "No". If you respond "Yes", you risk replacing a good copy of your file with a damaged version of the data base. Do NOT let AppleWorks delete the earlier version after you issue an Apple-S command. If you want to fit your file onto the full disk, go to the Other Activities Menu and delete the earlier version manually by selecting choice #4 ("Delete file from disk").

The problem of damaged files has been traced to byte 38 of the header in the data base. That byte stores the number of report formats in the data base file. If you know how to use a "disk zapping" program to modify disk files, change byte 38 to the number of report formats stored in the data base and you should be able to recover the file. [Ed: For 15 pages of technical information about AppleWorks' data base file formats, send \$4 to

NAUG and request Apple II Technical Note #5; "File Formats for AppleWorks and III E-Z Pieces."]

A Program that Fixes Your File

If you do not use a "disk zapping" program, the NAUG Public Domain Library has the Teachers Idea and Information Exchange (TI&IE) AppleWorks Data Base Repair Kit; a disk that helps you recover damaged data base files.

The Data Base Repair Kit is menu driven and easy to use. After making a copy of your damaged data base file, boot up the Repair Kit disk, insert the disk with the damaged file in another drive, and follow the on-screen directions. The kit will try to correct the most common error that occurs in the data base header. You then boot up AppleWorks and see if the program can read the restored file. ■

[Ed: Our thanks to Mark Lensenmayer, author of the Data Base Repair Kit and to NAUG member James Carlisle, coordinator of the TI&IE, for submitting the Repair Kit to the NAUG Public Domain Library.]

The TI&IE is a national group that uses AppleWorks to share ideas and information. The group has more than 18 double-sided disks of AppleWorks templates and files. A six-disk subscription to TI&IE costs \$32.95 per year. For more information, write the TI&IE, Box 6229, Lincoln, Nebraska 68506.

The TI&IE Data Base Repair Kit is available from the NAUG Public Domain Library, Box 87453, Canton, MI 48187. The disk costs \$4 plus \$2 shipping and handling. Orders outside of North America require \$4 additional postage.

NAUG also publishes a 20-page catalog listing all disks available from its Public Domain Library. The catalog costs \$4 and includes a rebate coupon worth \$2 on your first order.]

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An Easier Way to Print on 3-Across Labels

by Bill Terry

Although an article in the April 1987 issue of the AppleWorks Forum described how to print on 3-across labels, NAUG continues to get requests for help printing on 2-across, 3-across, and 4-across labels. Here is an easier technique you can use to print data base reports on these labels.

Although AppleWorks' labels format reporting capability limits you to printing on one-across labels, the flexibility inherent in AppleWorks lets you work around this limitation. The process requires numerous steps, but you can automate this procedure by writing a macro to use with Ultra-Macros or KeyPlayer.

The technique involves "printing" an ASCII file onto your disk, then using that file to create a new data base. You can print three-across labels from this new data base file.

The procedures described in this article limit the number of categories you can print on each label. Two-across labels are limited to a maximum of 15 categories per label, three-across labels can accommodate ten categories per label, and four-across labels are limited to no more than seven categories per label.

Step-by-Step Help

Load your data base file to the AppleWorks desktop and proceed as follows:

1. Use the Apple-A command to arrange the records in the order in which you ultimately want to print the labels.
2. Use the Apple-R command to select the records you want to print.
3. Issue an Apple-P command and indicate you want to create a new labels format report. Give the report any name to indicate the temporary status of this report.

4. Delete any categories you do not want to print on your labels. Also delete any blank lines between categories and at the bottom of your label. Make no other changes to the default labels format that appears on your screen. Note the number of categories in each record.
5. Indicate you want to "print" this report to "A text (ASCII) file on disk".
6. Enter a pathname for your text file and press the Return Key. [Ed: For more information about pathnames, see the article entitled "What AppleWorks Users Should Know About ProDOS Pathnames" in the November 1986 issue of the AppleWorks Forum.]

The data for your labels is now stored as an ASCII file on your disk. The next step is to use that data to create a new data base. Proceed as follows:

7. Return to the AppleWorks Main Menu by entering an Apple-Q followed by an Escape.
8. Indicate you want to "Add files to the desktop".
9. From the Add Files Menu, select #3, "Make a new file for the data base".
10. Select #2 to indicate you want to create the data base file "From a text (ASCII) file".
11. AppleWorks asks for the number of categories per record. Enter a number that is equal to the number of categories on your first report times the number of labels across on your page. For example, if you have eight categories in your

Data Base Tip...

file and you want 3-across labels, enter 24 (8×3).

12. AppleWorks asks for the path-name of your text file. Enter the pathname you used in step #6 above.
13. AppleWorks will read the disk file and ask for a name for the new data base file. Enter a name for the file and press the Return Key.

The new file will appear on your screen with categories named "CATEGORY 1" through "CATEGORY 24". In our example, categories 1 through 8 contain data from the first record, categories 9 through 16 contain data from the second record, and categories 17 through 24 hold data from the third record.

14. Enter an Apple-P command and indicate you want to create a new label format report. Enter a name for the report.
15. The categories will appear on the screen for you to format. Use the Apple-Arrow keys to line them up the way you want. You can preview your labels by issuing an Apple-Z command.
16. Print some sample labels and make any necessary adjustments to get the alignment you want. Then print the labels. ■

[Ed: This article originally appeared in the newsletter from the Tri-Valley Apple User's Group. It was submitted by NAUG member Joe Scanlon and reprinted with the permission of Dan Balsley, TVAUG President.]

Quick Tip

Booting AppleWorks from 3.5-Inch Disk Drives

by Sheryl King

A growing number of AppleWorks users are discovering the benefits of using 3.5-inch disks. These high capacity disks let you put AppleWorks and all its enhancements on a single 800K disk.

While owners of Apple IIc and IIGS computers can insert a boot disk in any drive and start their system, Apple IIe computers boot only from the disk drive connected to the highest slot number. If you have an Apple IIe with a 5.25-inch drive connected to slot 6 and a 3.25-inch drive connected to slot 5, your computer only boots from the 5.25-inch drive. I will describe how Apple IIe owners can boot their computers with either a 5.25-inch disk or with a 3.5-inch AppleWorks Program Disk.

The procedure uses a 5.25-inch "Boot Disk" that transfers control of the Apple to the disk in the 3.5-inch drive connected to slot 5. The Boot Disk must contain the files ProDOS, BASIC.SYSTEM, and a BASIC file that issues a PR#5 command. Step-by-step procedures for developing that disk follow:

1. Format a blank 5.25-inch ProDOS disk. Name the disk "Boot Disk".
2. Copy the files ProDOS and BASIC.SYSTEM onto your Boot Disk from any disk that contains those files.
3. Boot your computer with the Boot Disk. Your Apple will display the right bracket Applesoft prompt (]).
4. Type the following:

```
10 PR#5
SAVE STARTUP
```

Now, configure your AppleWorks 3.5-inch disk so it skips the date prompt that appears when you boot AppleWorks. *[Ed: a patch to skip the AppleWorks date prompt appears in the article entitled "Patching AppleWorks for Faster Startup" in the June 1987 issue of the AppleWorks Forum.]*

When you insert the 5.25-inch Boot Disk and the 3.5-inch AppleWorks disk in the appropriate drives and turn on the computer, AppleWorks boots automatically from the 3.5-inch disk.

[Sheryl King is an attorney from La Jolla, California.]

100 Ways to Improve AppleWorks

NAUG maintains a list of changes and upgrades that members want to see in future versions of AppleWorks. *Figure 1* contains that list as of May 10, 1988. While you can purchase AppleWorks enhancements that offer some of these functions, this is a list of features that members want built into off-the-shelf versions of AppleWorks.

Please send NAUG your suggestions and ideas for additional features. We regularly forward our complete list to Claris Corporation and to other AppleWorks developers.

Figure 1: AppleWorks Improvements

Word Processor

- Pop-up spell checking.
- Automatic spell checking while typing.
- Pop-up thesaurus.
- True tabs, not spaces.
- Ability to change defaults.
- No limit on document size.
- Horizontal scrolling for long lines.
- Integrated outlining capabilities.
- Automatic table of contents.
- Automatic indexing.
- Ability to print entire documents in boldface.
- Style sheets.
- Ability to memorize paragraph formats.
- Decimal and right justify tabs.
- Automatic hyphenation and soft hyphens.
- Ability to import graphics.
- Support for both proportional spacing and full justification.
- Right justification.
- Multi-line footers and headers.
- Ability to print all ASCII characters.
- Ability to print foreign characters and special symbols.
- Support for foreign languages; particularly on the Apple IIGs.
- Automatic envelope printing.
- True super/subscripts on the ImageWriter II.
- Automated footnoting capability.
- Option to print slashed zeros.

- Do not show file as "Changed" after it is printed.
- Ability to Delete/Copy/Move a word, sentence, or paragraph.
- Ability to find and replace commands, special characters, and formats in addition to text.
- Ability to send printer codes from within a document.
- Ability to "print" ASCII files onto disk without Returns at the end of lines.
- Page numbers and line numbers shown at bottom of the screen.
- Automatic pagination without using the Apple-K command
- Automatic multiple-column printing.

Data Base

- More than one screen per record in single record layout.
- More than 30 categories.
- Ability to scroll multiple record layout screen horizontally.
- Ability to add or delete categories without losing formats or reports.
- Ability to enter text into label report formats.
- Ability to enter text on single record layout displays.
- Ability to validate data as it is entered.
- Ability to relate two or more data base files.
- Calculated categories within records.
- More than three calculated categories in reports.

AppleWorks Update...

- More than eight report formats.
- More than three record selection criteria.
- Labels more than 15 lines long.
- Automatic counting of records in reports or record selections.
- No limit on number of records.
- More than one level of arrange.
- Ability to maintain an audit trail of changes to records.
- Ability to print three-across labels.
- Automatic label format printing on envelopes.
- Quicker removal of unchanged files from desktop.

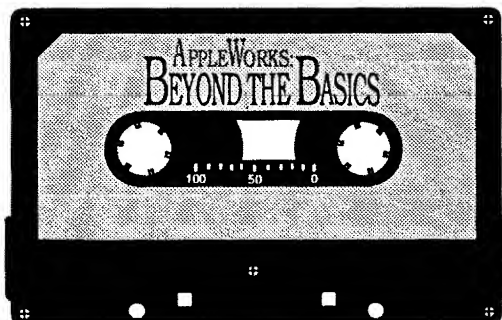
Spreadsheet

- @NPV (Net Present Value) function.
- Date arithmetic.
- String logic, particularly in @IF operations.
- Integration with the data base.
- Integrated graphing module.
- Ability to "name" ranges.
- Option for greater arithmetic accuracy.
- Automatic iteration until condition is met.
- Ability to calculate only affected cells.
- Built-in auditing function.
- Ability to handle longer formulas.
- Ability to consolidate and link spreadsheets.
- Ability to print sideways.
- Easier formatting of blank cells.
- Ability to automatically print large worksheets in segments.
- Accept .WKS and SYLK files.

Other

- Command to "undo" last action.
- Command to "revert" file to previous version on disk.

- Menu selections for popular interface cards.
- Mouse control of the cursor.
- WYSIWYG mode with underlining and bold-face shown on screen.
- Fix Control-@ bug.
- Menu control over pathnames.
- Menu-supported subdirectory operations.
- Built-in pop-up calculator.
- More than 12 files on the desktop.
- More than one clipboard.
- Integrated communications module.
- Macro capabilities for all modules.
- Support for laser printers.
- Support for ImageWriter sheet feeder.
- Ability to print more than nine copies of a document.
- Automatic saving at time intervals.
- Automatic retention of last two file saves on disk.
- Ability to preview printed pages.
- Support color monitors.
- Allow multiple custom printers.
- More printers on the menu.
- Expert and beginner mode to cancel "Do you really want to do this?" warnings.
- Menu selection of print quality, language, etc.
- Options for italics, headline, or other printer effects.
- Adopt standard DIF format.
- Customized menus and commands.
- Auto-loading of SEG.PR on Apple memory cards.
- Reasonably price network version.
- Support for color printers.



AppleWorks Ideas You Can Take Anywhere

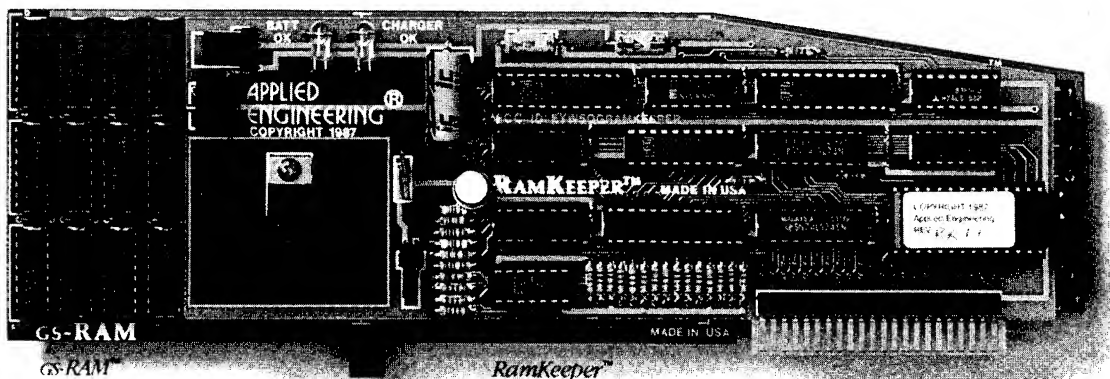
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How to Get Help with Beagle Bros and Pinpoint Enhancements

by William Marriott

Each month, the *AppleWorks Forum* lists the member-volunteers who offer technical support for AppleWorks products. This month's list identifies the volunteers who can answer questions about Beagle Bros and Pinpoint enhancements for AppleWorks. Next month's issue will contain a list of members who offer help with other AppleWorks enhancements.

Beagle Bros/Pinpoint

How to Use This List

Use this month's list to find help with Beagle Bros and Pinpoint enhancements. To the left of each volunteer's name is one or more numbers indicating the enhancements that consultant supports. Volunteers are listed alphabetically by state.

- 1 = (Super)MacroWorks
- 2 = UltraMacros
- 3 = QuickSpell
- 4 = DeskTools
- 5 = FileMaster
- 6 = SideSpread
- 7 = SuperFonts
- 8 = Graph

- 9 = Pinpoint Desk Accessories
- 10 = Point to Point
- 11 = Graphic Edge
- 12 = Document Checker
- 13 = KeyPlayer

California

- 9 Stephen Brewer
San Bernadino CA
714/ 883-0365 Sun 7pm-10pm;
M 7pm-10pm
714/ 882-3308 T-F 10am-5pm
NAUG BBS #43
Compuserve 73277,2500
- 1,2,3, Robert Demmon
4,5,7,8 Coronado CA
619/ 435-0554 M-F 3pm-10pm;
S-S 9am-10pm
619/ 435-0520 M-F 3pm-10pm;
S-S 9am-10pm

- 1 George Gray
Los Angeles CA
213/ 774-4131 M-F 10am-10pm
- 2,9,10, Terry Higgins
11,12, Hayward CA
13 415/ 887-7499 Daily 8am-11pm answ mach
NAUG BBS #117
GEnie T.HIGGINS1
The Source SIG049
- 1,9 Berenice Maltby
Corona del Mar CA
714/ 640-7369 9am-9pm

- 9 Tom Militello
Rancho Palos Verdes CA
213/ 541-2766 M-F 4pm-8pm
NAUG BBS #118
- 1,2,3, Will Nelken
5,7 San Rafael CA
415/ 456-1798 M-F 10am-3pm
415/ 459-0845 M 3pm-9pm;
Sat 10am-10pm
- 2,3,4, Jim Pennington
5,6,7 Long Beach CA
213/ 420-8629 24-hr. answ mach
- 9,10 Dale Shields
Torrance CA
Compuserve 73177,2323
GEnie D.G.SHIELDS

Colorado

- 3,4,5,6, David Gillaspie
9,10 Lakewood CO
303/ 431-6100 M-F 9am-Noon
303/ 988-0994 M-F 7am-9pm

- 1,2 Larry Thaele
Boulder CO
303/ 939-9072 MWF 5pm-9pm
303/ 492-2717 M-F 9am-3pm

Connecticut

- 9,12 Martin Knight
Middletown CT
203/ 346-9698 Daily 6pm-9pm
NAUG BBS #101
GEnie M.KNIGHT
- 1,2,3,4, Emery Roth
5,6,7,8, Washington CT
9 203/ 868-7118 Daily 3pm-8:30pm

Beagle Bros/Pinpoint...

9,10,11, Newton Shaffer
12,13 Gales Ferry CT
203/ 464-9716 Daily 4pm-11pm

Florida

1 John Andrianoff
Ft. Pierce FL
305/ 466-6653 School Days 3:30pm-8:30pm;
Other Days Noon-8pm

2,3,4,5, H. Clay Bailey III
6,7,8 Jacksonville FL
904/ 744-2499 W-Sun, 7pm-11pm
904/ 725-3477 Daily 9am-6pm

1 Larry Brooks
Tampa FL
813/ 874-7355 M-F 6pm-9pm

1,9,12 Jeff C. Strichard
Ft. Lauderdale FL
305/ 587-9590 M-F 6pm-11pm; S-S all day
305/ 763-3883 M-F 9am-4pm

Georgia

1,2,3,4, Jim Sulsona
5,6,7, Doraville GA
10 404/ 455-0853 Daily 9am-Midnight
NAUG BBS #69
Compuserve 76440,227
404-446-9048 #187

Illinois

9 J. Terry Flynn
Lake Bluff IL
312/ 680-0980 M-F 8am-5pm
312/ 234-2820 M-F 6pm-9pm;
S-S 10am-9pm
The Source TCK890

1 Victor Weisskopf
Lincolnwood IL
312/ 674-7400 M-F 9am-5pm

Indiana

9,10 Stanley Boler
Knightsstown IN
317/ 345-5663 M-F 5pm-11pm

Maryland

1,9,10, Ronald Romanowicz
11,12, Glencoe MD
13 301/ 472-4800 Daily 8am-4pm
301/ 472-2983 Daily 4pm-11pm

1,2,3,4, Michael Spurrier
5,6,7,8 Baltimore MD
301/ 298-0263 S-S 6pm-11pm
301/ 955-5938 11am-1pm School Days

Michigan

9,10, Jim Anker
12,13 Hazel Park MI
313/ 542-3910 M-F 9am-4pm
313/ 391-0033 M-F 6pm-10pm;
S-S 1pm-9pm

1 Arthur Daniel
Warren MI
313/ 445-7142 M-Th 7am-4pm
313/ 445-7105 M-Th 7:30am-8pm;
F 7:30am-4pm

10 Richard Lewandowski
Ann Arbor MI
313/ 426-5031 M-S 6pm-9pm
313/ 482-9494 M-F 9am-4pm
NAUG BBS #1

1,3 Bill Neef
Grass Lake MI
517/ 522-4689 Daily 8am-10pm

9 J. O'Connor
Rochester MI
313/ 853-1260 Daily 10am-9pm
NAUG BBS #99

9 Quality Computers
Grosse Pointe MI
313/ 885-4270 Daily 9am-5pm
313/ 885-4215 Daily 9am-5pm

9,13 Mike Robinson
Royal Oak MI
313/ 585-5027 M-F 6pm-10pm;
S-S 10am-10pm
NAUG BBS #411
Michigan AppleGram 313/ 292-0389 #15

1 Pete Ross
Wayne MI
313/ 728-8720 ans w mach

1,2,3,4, Keith Zuuk
5,6,7,8 Grosse Ile MI
313/ 675-1550 Daily 8am-4pm

Minnesota

1 Dick Kenfield
Hopkins MN
612/ 938-4382 M-F 4pm-9pm; S-S all day
Compuserve 71540,373

Missouri

2,3,4,5, Whit Crowley
6,7,8,9 Manchester MO
12,13 314/ 394-7955 M-F 6pm-9pm;
S-S 10am-6pm
Compuserve 70176,1167

Montana

9,13 Steve Bernbaum
Shepard MT
406/373-6393 Daily 10am-11pm

9 Bob Shipek
Great Falls MT
406/ 791-2130 Daily 8am- 5pm
406/ 452-9104 Daily 9pm-Midnight
Compuserve 76067,3221

Nebraska

1,2,3 Larry B. McEwen
4,5,8 Hastings NE
402/ 463-1387 M-F 8am-4pm
402/ 463-2267 Daily 5pm-9pm
NAUG BBS #188
GEnie L.MCEWEN

New Jersey

1 Les Blatt
Maplewood NJ
Compuserve 73647,3157

1 Pete Crosta
Nutley NJ
201/ 667-6369 M-F 3pm-10pm
201/ 667-2928 S-S 8am-10pm
201/ 266-4335 M-F 8:30am-3pm
NAUG BBS #230
Compuserve 70601,35
GEnie P.S.R.CROSTA
inCider #878

Codes

- 1 = (Super)MacroWorks
- 2 = UltraMacros
- 3 = QuickSpell
- 4 = DeskTools
- 5 = FileMaster
- 6 = SideSpread
- 7 = SuperFonts
- 8 = Graph
- 9 = Pinpoint Desk Accessories
- 10 = Point to Point
- 11 = Graphic Edge
- 12 = Document Checker
- 13 = KeyPlayer

3,10 Edwin C. Doe
Pt. Pleasant NJ
201/ 528-6349 8am-11pm
ans. serv. or modem
GEnie E.DOE
201-528-6349

9 Linda Nixon
Chatham NJ
201/ 635-0973 M-F 5pm-9pm;
S-S 11am-5pm

9 Suzanne Thomas
Tinton Falls NJ
201/ 842-7699 Daily 9am-3pm, 7pm-9pm
Compuserve 76012,1145

New York

9,10 Don Menges
Rochester NY
716/ 544-9398 Daily 8pm-11pm
NAUG BBS #126
Compuserve 75776,443
GEnie VSXER

2 Harold S. Miller
Ozone Park NY
718/ 641-5208 Daily 10am-5pm;
M-F 7pm-9pm

1 James Nicoll
Pittsford NY
716/ 546-6732 M-F 7:30am-2pm
716/ 381-9480 M-F 7pm-10pm;
S-S 10am-10pm

3,6,8 David Strachen
Buffalo NY
716/ 634-8238 M-F 10am-5pm
716/ 832-8869 M-Th 6am-10pm

9,12 Walter Taylor
W. Henrietta NY
716/ 263-7700 ext. 269 M-F 8am-5pm
716/ 359-2857 Other Times

North Carolina

9,11, Terry W. Robertson
12,13 Charlotte NC
704/ 377-0111 M-F 8am-6pm
704/ 536-4261 Daily 7:30pm-10pm

Beagle Bros/Pinpoint...

Ohio

- 1,9 Mark Ball
Paris OH
216/ 862-3277 M-F 6pm-10pm
216/ 627-7606 M-F 8am-3pm
- 1 William Beasley
N. Olmsted OH
216/ 777-7700 ext. 282 M-F 8am-4pm
216/ 933-4408 ans w mach
Compuserve 71106,574
- 9 Mark Elliot
Hudson OH
216/ 686-2280 M-F 9am-5pm
216/ 653-5006 S-S 6pm-11pm
GEnie G.ELLIOT
- 2,3,4, Carman Greco
5,6,7,9, St. Clairsville OH
12 614/ 695-5026 M-F 3pm-9pm;
S-S 9am-9pm
- 10 Guy R. Moore
Oxford OH
513/ 746-6333 M-F 9am-4pm
513/ 529-7584 M-F 8am-4pm
513/ 523-3797 Daily 7pm-10:30pm

Oregon

- 1 Calvin Behrens
West Linn OR
503/ 655-0058 M-F 9am-5pm
503/ 636-0762 M-F 5pm-10pm;
S-S 10am-10pm
- 1,2,3,4, Jim Emig
5,6,7,8 Portland OR
503/ 280-5666 M-F 7am-4pm
503/ 771-1916 M-F 6pm-9pm;
S-S 10am-10pm

Pennsylvania

- 1 Larry Beatty
Hopwood PA
412/ 439-4912 Daily 9am-10pm
- 1 Martin Friedman
Philadelphia PA
215/ 473-6135 M-S 3pm-10pm
NAUG BBS #45
Compuserve 76676,1057

Tennessee

- 1 Major Michael Sutter
Clarksville TN
502/ 798-8203 Daily 6am-2pm
615/ 552-0973 Daily 5pm-9pm

Texas

- 9 Ralph Logan, Jr.
Fort Worth TX
817/ 281-0661 TThF 2pm-5pm
GEnie R.LOGAN2
Fort Worth STARTEXT 50411
- 9 Bob Oberholtzer
Houston TX
713/ 664-2011 M-F 9am-6pm
713/ 664-1795 M-F 6pm-8:30pm;
Sat 2pm-7pm
713/ 664-2011 24hr ans w serv

Vermont

- 10 Lars Baris
Essex Jct. VT
802/ 878-1392 Daily 7am-2pm

Virginia

- 9 Warren Downes
Yorktown VA
804/ 898-8386 M-F Noon-4pm
804/ 898-1881 M-F 4pm-10pm;
Sat Noon-10pm

Washington

- 1,9 Thomas Chambers
Fox Island WA
206/ 549-4114 M-F 5pm-9pm;
S-S 10am-10pm

Wisconsin

- 1 Neil Johnson
Eau Claire WI
715/ 834-8104 M-F 8am-3:45pm
- 1 Jerry K. Miller
Milwaukee WI
414/ 321-3820 M-F 10am-2pm
414/ 425-0778 M-F 8pm-10pm
- 9 Mike Starck
Milwaukee WI
414/ 545-5233 M-F 7am-5pm
- 9 Paul Van Wyk
Appleton WI
414/ 731-0941 Daily 9am-4pm
414/ 739-6503 Daily 7pm-10pm

Mexico/Foreign

- 1,9 Harve Thorn
Mexico City Mexico
905/ 516-0720 ext 135 M-F 8am-2pm

Electronic Index Disk Update

The list to the right contains the June 1988 update for NAUG's Electronic Index Disk. The first section contains the data for the file "Forum Index". The second section contains the data for the file "Key Words". Directions for updating the Index Disk appeared in the February 1988 *AppleWorks Forum*.

NAUG updates the Electronic Index Disk monthly. The latest version can be ordered from the NAUG Public Domain Library (\$4 per disk; \$2 postage per order). Current updates can also be downloaded from the NAUG bulletin board, (313) 482-8090.

Electronic Index Disk June 1988 Update

Enter the standard values for these categories: Volume #: 3 • Issue #: 6 • Date: Jun 88

Enter the rest of the data in the order: TYPE • PAGE • AUTHOR • KEY WORDS

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Letters to NAUG • 2 • Preserving the Format of Spreadsheet Cells • Berent, Thomas • Spreadsheet; @NA

Letters to NAUG • 3 • Autoboot Disks for TimeOut-Enhanced AppleWorks • Simon, Marshall • TimeOut; RAM cards; RAM disks; Autoboot

Letters to NAUG • 3 • Apple IIc Hard Disk Drives • Kline, Joseph • Hard Disk Drives; Apple IIc; Quark

Letters to NAUG • 4 • Avoiding Blank Labels • Sperling, Larry • Data Base; labels

Letters to NAUG • 4 • Subdirectories on 3.5-inch Disks • Steiner, Camillo • ProDOS; 3.5-inch disks; subdirectories

Software Review • 6 • TimeOut QuickSpell: An Excellent Spelling Checker for AppleWorks • Kampfert, Jacqueline • Beagle Bros; TimeOut; QuickSpell; spelling checkers; add-ons

Bulletin Board Update • 10 • How to Get Started with NAUG's Bulletin Board • Marriott, William • BBS; telecommunications; Electronic Forum

Word Processor Tip • 14 • How to Transfer AppleWorks Files into AppleWriter and FredWriter • Merritt, Cathleen • AppleWorks; FredWriter; AppleWriter; file transfers; ASCII; Public Domain

Beagle Bros Update • 15 • Inexpensive TimeOut Updates • n/a • Beagle Bros; TimeOut; Beagle Buddy; updates; upgrades

General Interest • 16 • Are You an Intermediate Level User? • Bernhard, Keith • AppleWorks

Public Domain Update • 18 • New Disk: Data Base File Repair Kit • Williams, Warren • Data Base; recovering data; troubleshooting; damaged files

Data Base Tip • 20 • An Easier Way to Print on 3-Across Labels • Terry, Bill • Data Base; ASCII; labels; printing

Quick Tip • 21 • Booting AppleWorks from 3.5-inch Disk Drives • King, Sheryl • 3.5-inch drives; AppleWorks

AppleWorks Update • 22 • 100 Ways to Improve AppleWorks • n/a • AppleWorks; Claris; updates; upgrades

Members Helping Members • 24 • How to Get Help with Beagle Bros and Pinpoint Enhancements • Marriott, William • Beagle Bros; Pinpoint; TimeOut; special programs

NEW KEYWORDS: Beagle Buddy; AutoBoot; Electronic Forum; Damaged Files; Quark

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Guidelines for Contributors

The **AppleWorks Forum** consists entirely of materials contributed by NAUG members. The **AppleWorks Forum** publishes three types of member contributions:

1. Letters: A letter written to the Editor that asks or answers a question, shares an idea or makes a statement.
2. Notes: A note is a brief article or Quick Tip about a single theme.
3. Articles: Articles are generally from two to five double-spaced pages long.

How to Submit to the AppleWorks Forum

1. Send paper copies of letters.
2. If possible, send both paper and disk copies of notes and articles. All disk copies should be AppleWorks files on 5-1/4 inch disks. If you don't submit a printed copy, please include a note describing what is on the disk.
3. All submissions to the **AppleWorks Forum** should include your name, address, and telephone number. We will cite you as the author of the letter, note, or article, but will not include your address or telephone number unless you specifically request that those be published. The Editor will make any necessary editorial changes to your submission. Mail your submission to:

Cathleen Merritt, Editor
AppleWorks Forum
Box 87453
Canton, MI 48187

If you are a NAUG member and your article is published in the **AppleWorks Forum**, you will receive a one year extension to your membership. (This offer is not valid for letters to the editor, Quick Tips, or short notes.)

Seminar Schedule

NAUG sponsors AppleWorks seminars in various locations throughout the country. These seminars, entitled "AppleWorks: Beyond the Basics", are intended for AppleWorks users who want to solve AppleWorks problems and learn new techniques.

Seminar schedule:

July 9	—	Cleveland, OH
July 9	—	Springfield/Hartford, CT
July 16	—	Batavia, NY (Buffalo/Rochester)
July 16	—	Stamford, CT
July 19	—	Plainville, NY (Long Island)
July 23	—	Fairfax, VA (Washington, DC)
July 30	—	San Diego, CA
August 6	—	Los Angeles, CA
August 13	—	San Francisco/Oakland, CA
August 20	—	Seattle, WA

The presenters, Dr. Warren Williams, and Oliver Roosevelt, are technical advisors to NAUG and frequent contributors to the **AppleWorks Forum**. Write or call NAUG for more information.